**Higher Education for the Twenty –First Century**

**(HETC) Project**

***Operational Technical Secretariat***

***University of Colombo, P.O. Box 1490, Cumaratunga Munidasa Mawatha, Colombo 03, Sri Lanka***

Tel: 2595953, 2581835-ext 8034 Fax: 2595953 E-mail: hetc.colombo@gmail.com





(Date) Quotation No.: **IFQ NO-……………………………………**

To: 1. M/s. ………………………

 .............................................

………………………………. .

Dear Sir/ Madam,

**INVITATION FOR QUOTATION FOR THE SUPPLY & INSTALLATION OF (Item)**

The Government of Sri Lanka has received a loan of USD 40 million from the International Development Agency of the World Bank to implement the Higher Education for the Twenty First Century Project (HETC). The HETC Project, University of Colombo invites you to submit a quotation for the supply of following items on following terms and conditions:

|  |  |  |
| --- | --- | --- |
| Item No. | Description of the Item | Quantity |
| 1. | (Item) |  |

You are requested to quote for one or more items listed above and the contract may be awarded to more than one vendor.

1. Quoted prices for each item will be compared for determination of the contract award.
2. Delivery: All items should be delivered within ……… days from the date of the Purchase Order to the (Location) , HETC Project, University of Colombo.
3. Payment: Within ……days from the date of completion of delivery and acceptance by the Purchaser.
4. Offer Validity Period: ……… days from the date of closing of quotation.

Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation.

Format of the quotation submission form is attached herewith. This form must be completed without any alternations and it should be reached to the under signed at the office of the **Deputy Director Procurement, HETC Project, University of Colombo, No 94, Cumaratunga Munidasa Mawatha, Colombo 03** at or before **2:30 pm** on **………………….** in a sealed envelope. Late quotations will not be considered.

……………………………………….

Deputy Director / Procurements

OTS Office, HETC Project

University of Colombo

No.94, Cumarathunga Munidasa Mawatha

Colombo 03

(Tel: 011 2595953)

**Quotation Submission Form**

**For the Supply & installation of (Item)**

To: Deputy Director Procurement Date:

OTS Office, HECT Project

University of Colombo

No 94, Cumaratunga Munidasa Mawatha

Colombo 03

We, the undersigned, declare that:

1. We have examined and have no reservations to the document issued;
2. We offer to supply following goods at the given prices in accordance with the Invitation of quotation dated ………………….. (Insert the date of the quotation).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description of the Item offered**  | **Quantity Offered** | **Brand** | **Model** | **Country of Origin** | **Unit Price Rs. (Excluding Taxes)** | **Total Price Rs. (Excluding Taxes)** | **Total Price Rs. (Including Taxes)** |
| 1 |  |  |  |  |  |  |  |  |

(c) Our quotation shall be valid for the period of …….. days from the date fixed for the quotation submission deadline and its hall remain binding upon us and may be accepted at any time before the expiration of that period.

(d) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.

(e) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

VAT Register No. …………………

Signed: [insert signature of person whose name and capacity are shown]

Name: [insert complete name of person signing the Bid Submission Form]

Dated:

Contact person &Nos.: